

Application Pack

for the position of

Part-time

Head of History of Art

January or April 2020

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

In 2018 at GCSE St George's was placed in the top 4.5% of Schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected

  
@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts and gym, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive sports pitches and a new 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2019:

GCSE: 23% 9/8 or A*, 44% 9-7 or A*-A, 96% 9-4 or A*-C

A Level: 34% A*-A, 99% pass rate

The History of Art Department

We are seeking to appoint a part time (0.5 FTE approx.) Head of History of Art for January 2020 (ideally) or April 2020 to bring inspirational teaching to History of Art in the Sixth Form curriculum.

The History of Art department is closely associated with the Art department, but has its own budget and staff responsibilities. The Head of History of Art is the sole teacher of the subject.

There is a dedicated History of Art classroom and it is located as part of the suite of rooms devoted to the Art department. The department is well stocked with books, DVDs, digital media and slides. There are also comprehensive electronic resources for each aspect of the courses followed.

Trips are often arranged to appropriate museums and galleries, often in conjunction with the Art department. There have also been successful trips to Rome, Florence, and Venice in the past and there is potential to further develop the trips and visits programme.

Curriculum

History of Art is taught at A Level in the Sixth Form and follows the AQA syllabus History of Art (Art of the Western World). HART 1 and HART 2 are the standard papers, as sat by all. At present HART 3 is Topic 1 'Art and Architecture in fifteenth-century Europe' and HART 4 is Topic 2 'Art and Architecture in sixteenth-century Europe'.

Responsibilities

The following are the key duties and responsibilities:

The role is to provide inspirational teaching of History of Art to all of our pupils. We aim to stretch the minds of gifted and talented pupils, and to support those who require help.

Given the nature of the role, and the need to be flexible and adaptable, this is not an exhaustive list and all the School's job descriptions include the following "Other duties from time to time as directed by the Headmistress".

The teacher of History of Art will be line managed by the Deputy Head (Academic) on a day to day basis.

Teaching staff responsibilities

- Teach History of Art in the curriculum for A Level examinations
- Encourage pupils' learning and engender enthusiasm for the subject
- Raise the profile of History of Art across the lower school by running clubs and activities designed to encourage a passion for the subject among younger girls
- Keep records of work covered and pupils' progress
- Attend parents' evenings for all classes taught
- Prepare pupil reports in line with the school's protocol
- Oversee the development and maintenance of schemes of work and lesson plans within the Department
- Implement and ensure compliance with the requirements of the examination boards at A Level
- Compile and maintain the Department handbook and Department Development Plan
- Draw up and manage the budget requirements for the Department
- Produce a fortnightly Department bulletin for the Senior Leadership Team (in place of Department Meeting Minutes)
- Attend Heads of Departments' meetings, which usually occur twice a term
- Attend all Staff meetings including INSET at the start of each term
- Set and mark class work, prep work, in-year assessments and end-of-year examinations
- Organise and participate in educational visits and trips
- Attend Continuing Professional Development courses
- Attend Open Mornings and Education Days on occasional Saturdays if required
- Act in the capacity of Form Tutor
- Run a weekly co-curricular activity after school
- Take prep duty after school, approximately five evenings per term
- Carry out a weekly break or lunch time duty
- Maintain a positive and professional approach with parents and colleagues
- Actively promote good behaviour amongst pupils
- Cover for absent colleagues

- Be a member of one of the school's Houses, attend House meetings, House events and the annual House Party
- Positively promote the school in the community including outreach work with local maintained schools and other organisations
- Support colleagues in the consistent use of pupil rewards and sanctions.
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required

Person specification

The successful candidate should be passionate about History of Art, forward thinking and show a real desire to motivate pupils of all abilities.

- hold an undergraduate degree in History of Art or a closely-related discipline
- be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- have a record of outstanding classroom teaching at A Level **or** show evidence of excellence on completion of a graduate or postgraduate teaching course (i.e. applications from NQTs are welcome)
- be able to demonstrate excellent subject knowledge
- be able to demonstrate excellent leadership and teamwork skills with the ability to motivate others
- be an excellent oral and written communicator
- ability to maintain a positive and professional approach when dealing with parents and colleagues
- promote high standards of education, care and behaviour
- be able to use ICT for a range of administrative and teaching purposes
- display strong interpersonal skills
- demonstrate sound judgement and discretion
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- show commitment to personal development and innovation
- be flexible and adaptable when going about his/her work
- have energy, commitment and stamina
- have a good sense of humour and be able to work effectively as part of a team
- be able to co-operate and work collaboratively with colleagues, pupils and parents
- be sympathetic towards the ethos of a busy boarding and day school

Salary and Benefits

Terms of service

- a. **Start date:** 1 January 2020 (preferably) or 1 April 2020
- b. **Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale. In addition to the basic salary, a generous management allowance will be paid.
- c. **Pension:** All teaching staff are included as members of the Teachers' Pension Scheme unless they elect to opt out.
- d. **Hours of work:** This is a part-time teaching post during school terms; additionally there will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term, and occasional Saturdays (e.g. Open Days) as notified by the Headmistress or Senior Management Team.
- e. **Notice Periods:** The notice period required by either side to terminate your employment will be one term.
- f. **Facilities:** Lunch is provided free of charge during term time. Members of staff can use the School's sports facilities at allocated times. There is free on-site parking. The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.

The Process

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to the address below or emailed to headmistress@stgeorges-ascot.org.uk and reach the School by **4pm on Wednesday 2 October 2019**

Mrs E M Hewer
Headmistress
St George's School
Wells Lane
Ascot, SL5 7DZ

First interviews will be held on Thursday 10 October
Final interviews will be held on Monday 14 October

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

